Outlook

Re: WCU Site Agreement

From Amanda Allen <amandaallen@jacksonnc.org>
Date Wed 4/8/2026 11:49 AM
To Kelly Tornow <ktornow@email.wcu.edu>; Joy Mischley <jmischley@email.wcu.edu>
Cc John L. Kubis <jkubis@teaguecampbell.com>

3 attachments (2 MB)
VotingPlaceAgreement2025.docx; WCU Polling Site Information for BOE.pdf; SAMPLE Voting Site Agreements (1).pdf;

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Good morning, Joy & Kelly! Hope you're well.

Yesterday, our Board began conversations about the Early Voting (EV) plan for the 2026 General Election. While they are still wanting to consolidate the two Cullowhee-based sites, they want to pursue a WCU site at the Health & Human Sciences building. HHS is a tremendous site - more accessible, spacious, secure, and conveniently located than other potential consolidated locations. They did not officially vote on a completed plan, but want to see a site agreement/contract outlining the use of HHS. We are meeting again on April 21 at 10 am for another business reason, but I'd love to be able to provide more to them and hopefully move forward with an EV plan returning to WCU. EV plans are due to the SBE by 7/24, but we want to allow ourselves ample planning time for this upcoming cycle. Additionally, they want to use WCU HHS for Election Day (ED) instead of the Rec Park. This would be a great win for our department and voters - adding new consistency to EV and ED; but it also makes our process much simpler without having to break down and rebuild between the end of EV and ED.

I've made a list of specifics that will likely be relevant to this venture.

- Early Voting is Oct. 15-31, 2026
- EV hours for voters will be Mon-Fri 8am-7:30pm and Saturdays 10/24 & 10/31 8am-3pm. Workers will need access to the space for an hour before and an hour after voting hours.
- Setup would need to occur Wed. Oct. 14
- Election Day is Tues. Nov 3 - ideally, we would swap most of the equipment at the close of EV and finishing touches on 11/2.
- ED hours for voters are 6:30am-7:30pm. Workers need access to the space an hour before and an hour after voting hours.
- Jackson Co. Public Works would pick up election supplies on the morning of Wednesday 11/4.

Additional things that are relevant to the site usage:

- Clarification on network access, quality etc.

- Guarantees related to designated parking (In the fall, Parking offered 20-30 designated spaces as noted in the attached 12/5/25 voting site report)
- Information about security of the space - keys, access etc.
- Clarification on campaign zones, if parties have to apply (I believe they did when they'd be outside the UC) and sign placement on campus (likely including any allowable areas in addition to HHS - I know this has been an area of question in the past)

I've cc'd the County Attorney because we are also pursuing site agreements across-the-board for our voting locations (I've attached sample voting site agreements from Chatham & Buncombe Co.).

There are certainly additional things I'm not thinking of or questions you may have as WCU representatives. I'm happy to schedule a call or meeting to discuss this further with you or any other stakeholders (I've always appreciated the "voting team" at WCU!); please reach out. I think this is an exciting prospect and the best compromise for the community and WCU. I'm truly hopeful that using this wonderful space will be beneficial to voters, our department, WCU and will continue our tradition of safe and secure elections.

Thanks!

On Fri, Feb 6, 2026 at 9:19 AM Kelly Tornow <ktornow@email.wcu.edu> wrote:

> Hi Amanda,
>
> We often engage in agreements for facility use so that would be no problem. Like you mentioned, we would have to review any agreement but that is normal for us and not an issue. I'm not sure if you have ever signed a WCU facilities agreement for use, but we do have a template agreement we use for that purpose. It is of course not event-specific so if there is a different agreement you and the county attorney would feel comfortable with, I am happy to review from the legal side here at WCU. If you want to take a look at our facility agreement, it is located here.
>
> Just let us know what you need from us as you go forward!
>
> Sincerely,
> Kelly
>
> ---
>
> **From:** Amanda Allen <amandaallen@jacksonnc.org>
> **Sent:** Thursday, February 5, 2026 10:15 AM
> **To:** Joy Mischley <jmischley@email.wcu.edu>; Kelly Tornow <ktornow@email.wcu.edu>
> **Subject:** WCU Site Agreement
>
> You don't often get email from amandaallen@jacksonnc.org. Learn why this is important
>
> **WARNING:** This email originated from a non-WCU email account. Do not click links or open attachments unless you are confident the content is safe.
>
> Good morning, Joy and Kelly.

I have a question from our Board about the future of voting at WCU - this is a hypothetical question and something I'm pursuing on their behalf.

In the event that the Board wanted to pursue voting at WCU - Early Voting and/or Election Day, and likely involving the Health & Human Sciences spaces - Board members want to explore a "contract" for use.

I have been engaging with our County Attorney for a while about creating site agreements for all voting sites. Generally, these would be "simple" agreements with our voting site stakeholders to ensure we have better documentation about usage, what we require (security etc.) and what sites might provide (access to bathrooms etc.). I believe I mentioned this to Teresa Cruz-Paul last year when we started exploring these agreements. I understand that WCU's agreement would need to be vetted by WCU counsel and would likely include other details such as WCU's weapons policy, rules about where campaign signs go etc.

Again, this is something I've been working on hope to utilize consistently across all sites; and future usage of WCU is hypothetical and dependent upon the Board's decisions, but I was hoping to answer this question for the member(s). If Jackson Co. BOE were to return to WCU for voting, would WCU be amenable to a voting agreement with details regarding the usage of WCU space as a voting site?

Please let me know if you have any further questions. I appreciate all your help navigating these discussions.

Best,

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